

## MISCELLANEOUS SUBMITTAL CHECKLIST

**Received**

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|--|-------|
| 1. <b>Building Permit Application</b> - Completed and signed   | _____ |
| 2. Two <b>11 x 17 site plans</b> generally in conformance with sample  | _____ |
| 3. <b>TPCHD Approved Site Plan or Sewer Permit</b><br>Plus any additional Approval Paperwork   | _____ |
| 4. <b>Surface Water Application</b> - Completed and signed   | _____ |
| 5. Storm Water Pollution Prevention Plan: <b>Surface Water Minimum Requirements 1-5 Short Form</b>                                   | _____ |
| 6. Two sets of site plans & one electronic copy on CD or USB thumb drive showing stormwater system design drawings with calculations | _____ |
| 7. <b>Water Availability Letter</b>  | _____ |
| a. <b>Fire Flow Credit Worksheet*</b>  | _____ |
| 1000 GPM required ≤ 3600 total sq. ft  |       |
| 1750 GPM required > 3600 total sq. ft  |       |
| 2000 GPM required > 4800 total sq. ft  |       |
| 2250 GPM required > 6200 total sq. ft  |       |
| Over 7700 sq. ft check with the building department  |       |

\* The Fire Flow Credit Worksheet included in this application packet **does not** need to be submitted at time of application if it does meet above requirements. (If building base has over 5000 sq. ft of livable area, sprinklers are required.)

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|---|-------|
| 8. 2 sets <b>Construction Drawings</b> w/engineering on plans <b><u>24 X 36</u></b> | _____ |
| 9. 2 sets of Lateral and Gravity <b>Structural Calculations</b>                     | _____ |
| 10. 2 sets of <b>Energy Forms</b>   | _____ |
| 11. <b>Plumbing/Mechanical Checklist</b>  | _____ |
| 12. Copy of <b>Contractor's License</b>   | _____ |
| 13. <i>If Required:</i>   |       |
| Asbestos Report   | _____ |
| Critical Areas Checklist  | _____ |

**Note: Missing information to be itemized for applicant and application WILL NOT be accepted until a complete permit package has been received.**